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Security Information

STATEMENTS OF AREA DIVISIONS

LOGISTICS OFFICE REACTIONS, ACTION  
TAKEN AND/OR ACTION TO BE TAKEN

1. "The Transportation Division, Logistics Office, maintains no suspense on actions pending with regard to the handling of personal effects. The absence of such a system has resulted in an unwarranted number of inquiries from overseas personnel and unnecessary delays in handling certain actions."

✓ System was initiated 15 September 1953 and will be in full operation before 15 October 1953. T/D

2. "The Logistics Office requires the Area Division to put all requests for any type of service in writing; however, Logistics Office does not furnish written requests for service they desire of the Area Divisions. People in the Divisions must justify the expenditure of staff time on external matters just as much as Logistics Office does."

✓ Division Chiefs consulted feel that Logistics Office has furnished written requests for service desired of Area Divisions whenever necessary. Area Divisions will be furnished written requests for any service upon receipt of notification in Logistics Office that it is desired.

3. "The Logistics Office must maintain memorandum records of expenditures for materiel for each approved Agency project in order to assure that funds authorized are not overexpended."  
NOTE: This matter has been discussed in detail with [ ] Supply Division, Logistics Office, and a memorandum for record has been prepared indicating Logistics Office interpretation of current directives concerning project accounting and control procedures to be followed. Logistics Office currently plans to maintain a bulk allotment ledger only. Existing directives indicate that it will be the responsibility of Area Divisions to account for funds expended for each project.

✓ Logistics Office will assume responsibility for maintaining a record of project expenditures for materiel if and when directed to do so by appropriate authority. In this connection, it should be understood that maintenance of such records will require additional staffing for this purpose. S/D

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C + R

9. "An Agency or DD/P policy is needed furnishing policies relative to the procurement and utilization of field administrative vehicles. Area Divisions are not now in a position to evaluate and pass upon requests for vehicles with any degree of objectivity or uniformity. It is quite probable that many requests for administrative vehicles are approved within the Divisions when no real need exists".

In view of Logistics Office responsibility for approving the procurement of vehicles, and the essential reliance that must be placed upon recommendations of Area Divisions, it appears that Logistics Office should take necessary action to assure that adequate policy guidance in this regard is available in order that Area Divisions may control vehicle procurement and utilization with an adequate degree of uniformity. It is possible that a proposed regulation (Agency Regulation   25X1 now in process of coordination, can be amended in such manner as to set forth vehicle procurement criteria and policies needed. Chief, Coordination and Planning Branch, C & R Staff, will review this problem in detail and initiate appropriate action.

10. "Area Divisions frequently requisition non-expendable equipment (e.g. cameras, portable typewriters, firearms, dictating machines, brief cases) for the use of personnel operating from the headquarters office. At the time such requisitions are filled, Logistics Office charges the division concerned for the cost of the item. There is, however, no procedure established whereby divisions may receive appropriate credit for the return of these items to stock. While the amount of money involved thus far has not been of major concern, the system established is not a fair one and should be changed".

Statement is correct; however, this matter is not within the responsibility of Logistics Office. Equipment returned to stock is credited to Account 36 and reported by Logistics Office to the Finance Division indicating the project against which originally charged. Finance Division, however, does not report the project number to the Comptroller; hence, the appropriate project account is not credited. This system is prescribed in Agency financial accounting procedures, approved by the DD/P. A revised memorandum receipt system is being implemented for the temporary issue of operational equipment from Headquarters, CIA that will considerably simplify the present arrangement.

11. "Only about 50% of the items requisitioned by the Area Divisions are contained in the Agency Stock Catalog. Remaining items are non-standard and must be described and procured on an individual

Supply Division estimates that considerably more than 50% of items requisitioned by Area Divisions are included in the Agency Stock Catalog and that considerable improvement has been made in the pricing information contained therein.

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11. (continued)

basis. The previous price supplement to the Agency Stock Catalog was of little value -- about 30% of the prices shown were incorrect, varying as much as 50% above or below prices at which items could be procured. In the absence of specific data to the contrary, the most recent cost of acquisition for given items should be used in price supplements issued. The Department of the Army issues a quarterly pricing guide which should be secured and utilized in the Logistics Office for pricing purposes".

However, because of the frequency and severity of price fluctuations, the pricing supplement to the Stock Catalog cannot be kept absolutely current.

12.

This appears to be not a Logistics Office matter.

In the immediate future, this agreement should be reconsidered in view of the recent Agency policy regarding Government furnished household furniture. The use of Government owned furniture by Agency employees overseas should result in a considerable reduction of PCS travel expenditures, for which the Agency should receive appropriate financial benefit".

13. "Is Logistics Office in a position to furnish periodic and special detailed reports of vehicle status for Area Divisions?"

Additional staffing (beyond the 5 spaces now authorized) will not be required for Supply Division to furnish quarterly vehicle status reports, containing minimum essential data for all Area Divisions. In fact, such a report is now contemplated, commencing with a report as of 30 September 1953. The feasibility of utilizing IBM equipment for this purpose will be explored. Vehicle records maintained in Logistics Office are complete and accurate to the extent that essential data is furnished by Area Divisions.

NOTE: Discussion with [redacted] Supply Division, indicates that Logistics Office has accurate information regarding status of vehicles for all Area Divisions with the exception of FE Division. Area Division representatives and Chief, Inspection and Review Staff, DD/P indicate lack of confidence in the accuracy or completeness of Logistics Office vehicle files. Whether reports required by Area Divisions, necessary to fulfill their management responsibilities in connection with the approval and control of vehicles, can be handled within the Logistics Office staffing limitations is questionable. In this connection, has the feasibility of establishing a [redacted] on IBM equipment been explored?

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